BANNARI AMMAN
INSTITUTE OF TECHNOLOGY
Stay Ahead

Project Workflow for

Leave Management Portal

Name	**Bharath Raj G**
Roll Number	**7376222AD121**
Project ID	**22**
Problem Statement	**Leave Management Portal**

Technical Components:

Frontend	**React.js**
Backend	**Node.js**
Database	**MongoDB**
API	**RESTful API**

Problem Statement:

To create a Leave management portal for educational institution for managing both faculties and students leave management.

Document Purpose:

This document outlines the requirements for a Leave Management Portal designed for an educational institution, built using the MERN stack. The portal will cater to both faculty and student leave requests.

Stakeholders:

- System Administrator
- Faculty Members
- Students

Functional Requirements:

- **User Management:**
  - System Admin: User creation, role assignment, and access control for faculty and students.
  - Faculty: Login, profile management (update contact information), password reset, request leave, access control for students.
  - Student: Login, View individual dashboard, request leave.

- **Leave Request Management:**
  - Faculty/Student: Submit leave requests specifying type (sick leave, vacation, etc.), start date, end date, and reason for leave. Ability to attach supporting documents (optional).
  - Faculty (Approver): View and approve/reject leave requests submitted by students they manage. Ability to approve or reject the request.
  - System Admin (Optional): View all leave requests and reports.

- **Leave Tracking:**
    - Faculty/Student: Track their leave balance and history of submitted requests.
    - System Admin (Optional): Generate reports on leave trends and identify potential issues.

- **Notifications:**

  System should send automated notifications to users regarding leave request status (approval/rejection) and upcoming leave expiry.

Non-Functional Requirements:

- **Security:**
    - Secure user authentication and authorization mechanisms.
    - Data encryption for sensitive information (e.g., leave reasons, medical documents).

- **Performance:**

  The portal should be responsive and handle concurrent user requests efficiently.

- **Scalability:**

  The system should be scalable to accommodate a growing number of users.

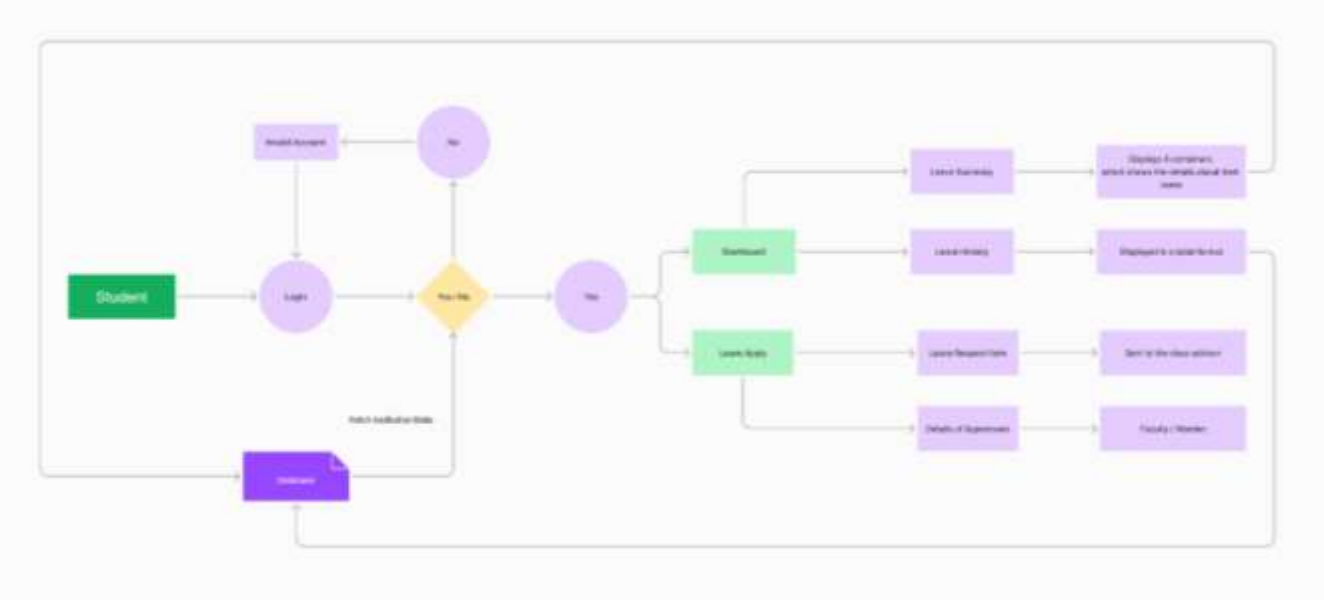
- **Usability:**
  - User-friendly interface with clear navigation and intuitive functionalities.
  - Responsive design for optimal viewing across different devices (desktop, tablet, mobile).

- **Accessibility:**

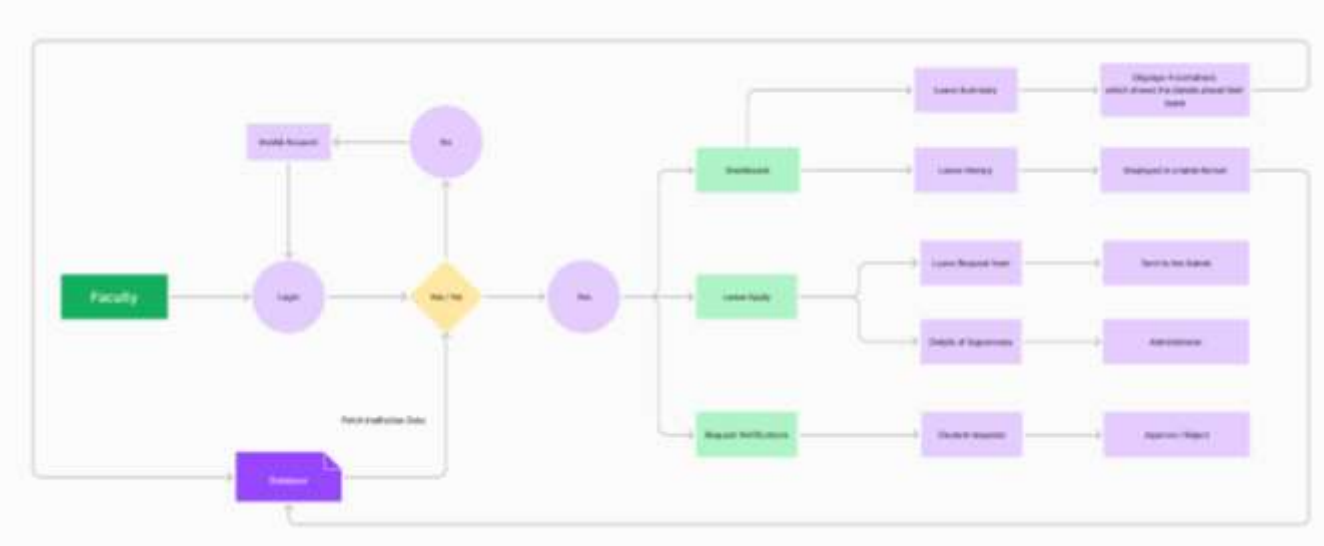
  The portal should be accessible to users with disabilities, following WCAG guidelines.

Flow Chart:

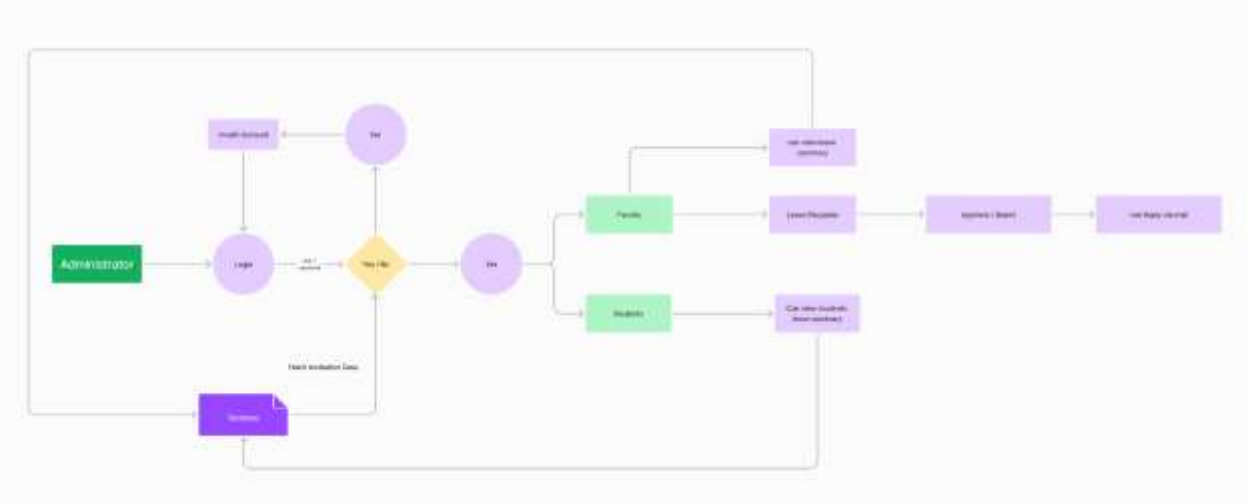
Student:



Faculty:



Admin:


Administrator